



February 5, 2008

Mr. Greg Searce  
Virginia Information Technology Agency  
Supply Chain Management Division  
11751 Meadowville Lane  
Chester, VA 23836

Subject: Additional Authorized Xerox Agencies for Contract# VA-071116-XERX

Dear Mr. Searce,

This letter serves as the official request from Xerox to add the following Xerox companies as authorized agents to VITA Contract# VA-071116-XERX.

- Electronic Systems Inc
- TML Enterprises
- Capitol Office Solutions

Xerox's intent is that the following Xerox companies would act as agents on behalf of Xerox, and that Xerox would remain the contracting entity for all sales made under the contract by ESI on Xerox's behalf. Specifically, Xerox, not ESI, would be responsible for all customer billing. ESI would utilize both the Xerox Valuequix system to ensure pricing in accordance with the contract, and the Xerox portal website for all order-taking and administration. Xerox would pay the applicable administrative fees and be responsible for all reporting requirements. In those cases where ESI would perform installation or maintenance services on Xerox's behalf, Xerox would ensure that ESI would comply with all applicable performance metrics, just as it would for any other agent or subcontractor. Xerox has added GIS subsidiaries as dealers or sales agents in other states, and the arrangement is working successfully.

Xerox looks forward to receiving your formal response to this request. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Gerald Britt".

Gerald Britt  
Account General Manager  
Phone - 804-289-5556  
Email – Gerald.Britt@xerox.com  
XEROX CORPORATION